

Issued October 5, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

WASHINGTON, D. C.

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[These instructions are intended to implement the Agricultural Conservation Program for 1938, as outlined by the Secretary on September 20, 1937. Approval of the details of the program is pending, but the work indicated in these instructions is essential to the success of the program, whatever its final form, and must be commenced as soon as possible.]

PROCEDURE FOR THE 1938 AGRICULTURAL CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION**For Use by Committeemen**

Certain work in connection with the 1938 Agricultural Conservation Program must be done in the fall of 1937 if the program is to be effective in achieving its objectives. Furthermore, the job that is most important and will require the most time must be completed before snow covers the land or the weather becomes too cold. This job is to visit every farm in the county and obtain for each field on the farm the information needed as a basis for establishing the soil-depleting goals to be used in connection with the 1938 Agricultural Conservation Program. The instructions contained herein set forth the procedure to be followed in obtaining this information and in executing the soil-management field report (form NCR-203).

In most States this work will be done by committeemen elected to assist in the administration of the 1938 Agricultural Conservation Program, but this will not be possible in States or parts of States in which the weather does not remain open until about the middle of December. In those States the necessary fall field work in connection with the 1938 program will be done by 1937 committeemen.

I. DISTRICT INSTRUCTIONAL MEETINGS

There will be held in each State, district instructional meetings for the purpose of (1) acquainting county committees with the procedure to be followed in executing NCR-203, and (2) having the county committees execute NCR-203 for two or three sample farms. Arrangements will be made to hold these district meetings early enough to enable all the field work necessary in connection with the execution of NCR-203 for every farm in the county to be completed before the weather becomes so severe that it is impracticable to visit fields in order to execute such form. In any event, district instructional meetings will be scheduled at such time as will permit all field work in connection with the execution of NCR-203 to be completed by December 18, 1937.

Since those attending the district instructional meetings will be required to execute form NCR-203 for several sample farms in order to become entirely familiar with the use of such form and its execu-

tion, the district instructional meetings will be so arranged that not more than 50 persons will be in attendance. The district instructional meeting should be attended by the county committee (the 1938 committee if it has been elected, otherwise the 1937 committee), the county agent, and such other employees of the county office as the chairman of the county committee may request. Each district instructional meeting will be attended by one or more members of the State committee or its representatives, by State extension representatives, and, whenever possible, by a representative of the North Central Division. At this meeting only sufficient time will be spent presenting the broad outline of the 1938 Agricultural Conservation Program to enable those in attendance to understand the need for the information to be obtained on form NCR-203. After this outline has been presented, attention will be directed to NCR-203 itself and the instructions for its execution. (See pp. 6 to 12.) It is important that this material be covered before noon. Immediately after noon those present at the meeting should visit two or more nearby farms and separately execute NCR-203 for each of these farms. This "field work" should be discontinued at such time in the afternoon as will permit the county committeemen and others attending the meeting to reassemble and discuss the results of this field work. This discussion should stress the necessity of obtaining comparable field reports and the means to this end, as well as answer other questions that those present may wish to raise in connection with the execution of NCR-203.

In States or parts of States in which the execution of NCR-203 is being undertaken by the 1937 committee, it may be necessary to hold 2-day district instructional meetings because those in attendance will not have had an opportunity to become familiar with the principles upon which the 1938 Agricultural Conservation Program is based. In this event, the discussion dealing with the principles of this program and the execution of NCR-203 should be confined to the first day; and the execution of NCR-203 for sample farms should occupy the second day. If it appears desirable, 2-day, instead of 1-day, district instructional meetings also may be held for 1938 committeemen.

II. COUNTY INSTRUCTIONAL MEETINGS

Immediately following the district instructional meetings the State committee and State extension representatives will arrange for a series of county instructional meetings. These meetings should be attended by county and community committeemen (the 1938 committeemen if elected, otherwise the 1937 committeemen), by the county agent, and such other persons as the chairman of the county committee may designate. At least one member or a representative of the State committee and a member of the State extension service should attend these county meetings.

The same procedure should be followed in conducting the county instructional meetings as was followed at the district instructional meeting. It is possible, however, that in many cases it may be necessary to hold a 2-day meeting rather than a 1-day meeting because a half day of "field work" on nearby farms is not likely to be sufficient

to train those who are to execute NCR-203 for all farms in the county to obtain reasonably comparable results. It is essential that all persons executing NCR-203 use the same standards, and no regular field work in connection therewith should be undertaken until the county committee is assured that this result will be obtained.

Experience indicates that a competent person will complete NCR-203 for at least six farms a day, although the exact number will vary with the number of fields in the farms visited. On this assumption, it should be determined how many man-days of work it will require to complete the field work for all the farms in the county. This number should be divided by a conservative estimate of the number of days on which field work can be undertaken in the fall of 1937 in order to determine the minimum number of persons, hereinafter referred to as "field reporters", that will be required to complete forms NCR-203 for all farms in the county by the dead-line date. For example, if there are 3,000 farms in a county and 12 work days left before "freeze-up" (or Dec. 18), 42 field reporters will be required to complete the field inspections in the allotted time.

The county committee in cooperation with the State committee should select the field reporters. First preference shall be given to community committeemen, but persons who are not community committeemen may be employed (1) if more field reporters are needed in order to complete the work by the dead-line date than there are community committeemen; or (2) in the place of any community committeeman who is unable to devote the necessary time to the work. It should be emphasized that only persons who are in a position to devote practically all of their time to the work for the period remaining before the dead-line date should be used as field reporters. A county supervisor may be employed to supervise the work of the field reporters. Spot checks of the field reports should be made by such supervisor. Any field reporter found to be incapable of executing NCR-203 properly should be replaced.

Field reporters shall be paid at such rates as the county committee may decide, provided that such rates are not in excess of the per-diem rate paid to farm reporters in the 1937 Agricultural Conservation Program. In counties in which the execution of NCR-203 is being done by the 1937 committeemen, the monthly expense account for such county should indicate that part of the account resulting from the per-diem rate paid to field reporters. Upon approval by the State committee, the expenses of the associations for such counties may exceed the budget for the 1937 program by an amount equal to the aggregate per-diem rate paid to field reporters.

III. BRIEF OUTLINE OF THE 1938 AGRICULTURAL CONSERVATION PROGRAM

For each farm there will be established:

1. A soil-depleting acreage goal for all soil-depleting crops.
2. Special crop acreage goals for cotton and tobacco, and for corn and potatoes in counties where such crops are of major importance.
3. A soil-building goal.
4. A maximum payment for such farm.

Each farmer who does not exceed the soil-depleting acreage goals established for his farm, and who attains the soil-building goal established therefor, will be entitled to receive the maximum payment determined for such farm for cooperation in the 1938 Agricultural Conservation Program. A farmer who does not achieve the goals established for his farm will have proportionate deductions made from the maximum payment which he otherwise would receive.

National goals for all soil-depleting crops, and for special crops for which individual farm goals are established, will be established. These goals will be such as will provide, under normal conditions, supplies of such crops adequate for domestic consumption and exports. For example, it is contemplated that the national corn goal will be from 92 to 96 million acres, and in important commercial producing areas where individual corn goals will be established, from 40 to 45 million acres. The national goal also will provide for the seeding and maintenance of soil-conserving crops on as much as practicable of the cropland not required in 1938 for the growing of soil-depleting crops and for the carrying out of such soil-building practices as will preserve and improve soil fertility, and prevent wind and water erosion.

The national goals for soil-depleting crops will be broken down among States and counties on the basis of the average acreages of these crops grown in each State and county in the period from 1928 to 1937, and the base acreages and limits established in connection with the 1937 Agricultural Conservation Program, taking into consideration trends in acreages and other pertinent data. Within the county goals thus established, the county committee will recommend for each farm in the county, goals for each crop and groups of crops for which county goals are established. Good soil management for the farm will constitute the basis for the determination of such individual goals, but the individual land-use history for the farm and for the community will be taken into consideration.

Form NCR-203 has been devised for the purpose of taking uniformly into account such factors as type of soil, topography, and fertility, in determining the goals for soil-depleting crops likely to result if a system of farming were carried out which would prevent erosion and maintain or improve soil fertility. The goals thus determined may be adjusted before being recommended by the county committee for approval, in order to take into account other pertinent facts with respect to each farm.

IV. LAND COMPRISING A FARM

A form NCR-203 shall be completed by the field reporter for every farm in the county. A farm shall consist of all contiguous farm land owned by a person (a) which is operated by one person as all or part of one farming unit, or (b) all or part of which is field rented to and operated by other persons. For the purpose of executing NCR-203, "contiguous farm land owned by a person" shall include land cash-rented by such person to others as well as owner-operated and share-rented land. Contiguous farm land, owned by a person, which is less than 3 acres in extent, shall not be considered a farm unless the average annual gross income from such tract of land is \$250 or more. If part of the land which otherwise would be a farm

is irrigated and part of such land is nonirrigated, such irrigated land shall be considered a farm and such nonirrigated land shall be considered a farm.

A tract of land, such as school land, which frequently is rented out to the highest bidder and which may be rented to one person in 1 year and to more than one person in another shall not be considered a farm. Instead, each tract which may be rented separately to an operator shall be considered a farm. For example, if a section of school land commonly is rented out in quarters, each quarter shall be considered a farm; if one of these quarters sometimes is rented to two operators as two "eighties", each "eighty" shall be considered a farm.

V. LAND COMPRISING CROPLAND

Data for every field that will be classified as cropland in 1938 shall be entered on NCR-203. Cropland shall consist of all farm land which is tilled annually or in regular rotation, but shall not include restoration land or any land which constitutes, or will constitute if such tillage is continued, a wind or water erosion hazard to the community because of the texture or slope of such land or because of climatic conditions.

Restoration land, applicable only in South Dakota and Nebraska in the North Central Region, shall consist of all farm land in the Great Plains area which has been cropped at least once since January 1, 1933, and which is designated by the county committee as land on which, because of its physical condition and texture and because of climatic conditions, a permanent vegetative cover should be restored.

Since restoration land will not have been designated when field inspections for the purpose of executing NCR-203 are being made, data for any field which has been cropped at least once since January 1, 1933, shall be entered on NCR-203 even though such land may be designated later as restoration land.

Land which is summer fallowed is cropland. Land which may have been left idle in 1937 because of a flood or drought or other reasons and which otherwise meets the requirements of the preceding definition is cropland. For the purpose of executing NCR-203, land which has been in permanent pasture, but which if tilled, would be comparable to the other tilled land on the farm and which could be tilled without clearing, draining, or irrigating, shall be considered as cropland, and land devoted to orchards shall not be considered as cropland. Farm land which cannot be tilled without clearing, draining, or irrigating, is noncropland. Permanent pasture which even if tilled would not be comparable with the other tilled land on the farm is noncropland.

VI. EXECUTION OF FORM NCR-203

The entries to be made on NCR-203 for the purpose of identifying the farm and the fields thereon should, whenever possible, be made in the county office. When this is impossible they shall be made by the field reporter. In any event, the entries in section 2, columns (4) to (7), inclusive, describing the physical characteristics of each

field must be entered by the field reporter at the time such field is visited.

Enter the State and county code in the first blank space in the upper right-hand corner of NCR-203. Enter the aerial photograph number, if any, in the third blank space in the upper right-hand corner of NCR-203.

After NCR-203 has been executed for all farms in each minor civil division, arrange such forms NCR-203 within each minor civil division alphabetically by title owners. Arrange each minor civil division alphabetically. Assign to such minor civil divisions consecutive code numbers, beginning with the number "1." Within each minor civil division number each farm consecutively, beginning with the number "1." Enter such minor civil division and farm numbers in the second blank space in the upper right-hand corner of NCR-203.

Section 1. Enter the name and address of the title owner in the space provided therefor. Enter the number of acres in the farm in the space provided therefor. The name and address of such owner and the acres in the farm may be obtained from NCR-113, NCR-106, NCR-10, or NCR-1. If any doubt arises as to the owner of any tract, or the number of acres therein, the files of the county recorder should be consulted. If the title owner or the number of acres in such tract cannot be thus ascertained, the field reporter should be instructed to make these determinations at the time of his visit to the farm, and make the appropriate entries.

Section 2. If all or part of the farm was measured in 1937 (or 1936), enter the 1937 (or 1936) work-sheet number in column (1); the field letters in column (2); and the number of acres in each field in column (3). In some cases it will be necessary to enter more than one 1937 work-sheet number in column (1) since the farm as defined for the purposes of the 1938 program may have appeared on more than one NCR-113 or NCR-10. In such cases, field letters in column (2) may be duplicated. Field letters may be duplicated also if all of the farm was measured in 1936 but only part of the farm was measured in 1937. Whenever practical the 1937 work-sheet number or numbers covering farms or parts of farms which were not measured in 1937 (or 1936) should be entered in the appropriate line in column (1), and, in any event, the letters "n. m." (not measured) should be entered in column (1).

For those farms or parts of farms which were not measured in 1937 (or 1936), the farm reporter, after drawing a sketch of the farm or part of the farm in section 4 of NCR-203 as hereinafter set forth, shall enter field letters in column (2) and on the corresponding fields in section 4. For such farms or parts of farms, the farm reporter will determine by visual inspection, and from such other sources as are available, the number of acres in each field, and enter such figure in the appropriate line of column (3). If there are more fields in a farm than there are lines in section 2, a second NCR-203 should be used and such forms NCR-203 securely fastened together.

The farm reporter should become thoroughly familiar with the definitions of "farm" and "cropland", and if any doubt exists with respect to the number of acres in the farm or with respect to the number and location of the fields in such farm, the field reporter

shall take the steps necessary to assure himself that this information is shown correctly on NCR-203. Instances will occur in connection with farms or parts of farms measured in either 1936 or 1937 where cropland fields are not shown either on the map or in section 2. This may occur, for example, as a result of the difference between the definition of cropland for the 1938 program and those for the 1936 and the 1937 programs. In such cases the reporter will enter an appropriate field letter in column (2) and on the map in section 4, sketching in such field if necessary; and, if such cropland was not measured, determine the acreage in such field and enter such figure in the appropriate line in column (3).

Instances will occur where the physical characteristics of the soil in a "field" will vary widely. For example, part of the field may be hilly and the erosion thereon serious while the rest of the field may be bottom land with no erosion. In this event, such field should be considered to be two fields, and if data with respect to it have already been entered in columns (1), (2), and (3), the line therefor in columns (4), (5), (6), and (7) should be divided horizontally and the appropriate entries in such columns made with respect to each portion of the field. A notation also should be made in column (3) indicating the number of acres or the proportion of the total acreage of the entire field contained in each portion of such field.

Columns (4), (5), (6), and (7) of section 2 are to be executed by the field reporter. In these columns he will enter the information concerning the physical characteristics of each field. The soil management and cropping practices best calculated to prevent erosion and to conserve and improve the fertility of the soil are largely dependent upon these characteristics.

SLOPE

Enter in column (4) for each field that one of the descriptive terms, shown in the box at the head of such column, which best describes the "slope" of the field. Only a term shown in such box shall be entered in such column. "Slope" as used herein refers to the average topography of the field. It relates to the average lay of the land in each field.

(a) **Level.**—This term should be used when the average change in elevation is less than 2 percent. As a rule there is no visible deviation in the level of a field having less than 2 percent of slope. (A 2-percent slope means a rise of 2 feet in 100 feet of distance.)

(b) **Undulating.**—This term should be used when the average change in elevation is from 2 to 6 percent, inclusive.

(c) **Rolling.**—This term should be used when the average change in elevation is from 7 to 11 percent, inclusive.

(d) **Hilly.**—This term should be used when the average change in elevation is from 12 to 16 percent, inclusive.

(e) **Steep.**—This term should be used to describe all fields which have an average change in elevation of 17 percent or more.

It is not expected that the field reporter use a level to determine which term will be used to describe a field. The foregoing percentages are given as a guide only for judgment with the naked eye. It

would be helpful to the reporter if a number of slopes were actually measured in the schooling period so that such reporter may become familiar with the appearance of slopes which fall into each of the preceding groups.

DEGREE OF EROSION

Enter in column (5) for each field that one of the descriptive terms, shown in the box at the head of such column, which best describes the "degree of erosion" of the field. Only a term shown in such box shall be entered in such column. "Degree of erosion" as used herein refers to the relative loss of topsoil due to wind and water erosion. The relative loss of topsoil may be determined by comparing the present depth of topsoil of a given soil type to the depth of virgin topsoil of the same soil type in which no erosion has occurred. In selecting the term which describes the degree of erosion, consideration should be given to such indications as bedrock outcrop, exposed subsoil, stoniness, color of the surface soil, and comparative level of the soil in the field with that of soils surrounding fence rows, trees, and stumps.

(a) **None.**—This term should be used where the present depth of topsoil is the same as that of virgin land.

(b) **Slight.**—This term should be used when not more than 25 percent of the topsoil has been removed by either wind or water erosion. This degree of erosion is difficult to observe with the naked eye.

(c) **Moderate.**—This term should be used to describe fields having 26 to 50 percent of the topsoil removed by wind or water erosion. This degree of erosion is the first stage of erosion usually distinctly visible to the naked eye.

(d) **Heavy.**—This term should be used to describe fields having 51 to 75 percent of the topsoil removed by either wind or water erosion. Evidence of heavy sheet erosion and rills and small finger gullies usually are apparent when such degree of erosion has occurred.

(e) **Serious.**—This term should be used to describe fields having 76 percent or more of the topsoil removed by either wind or water erosion. This term generally is applicable if gullies have formed on significant portions of the areas of the field.

Field reporters are not required to carry a soil auger to determine the percentage of topsoil removed by erosion. The percentage set forth in describing each term is to act only as a guide in judging the degree of erosion present. It would be helpful to the reporters if a soil auger or spade were used in the schooling period (1) to determine the relative depth of virgin topsoil for the soil types in the county and (2) so that each reporter may become acquainted with the appearance of the degree of erosion which falls into each class.

INHERENT PRODUCTIVITY

Enter in column (6) for each field that one of the descriptive terms, shown in the box at the head of such column, which best describes the "inherent productivity" of the field. Only a term shown in such box shall be entered in such column. "Inherent productivity"

as used herein refers to the inherent or native ability of a soil to produce crops and is measured by the productiveness of such soil as experienced by the person who farmed it as virgin soil, after such soil had become adjusted to tillage operations, but before such soil had been depleted of its virgin productiveness. Inherent productivity is used herein to indicate the relative inherent ability of the different soils within the county to produce crops without the aid of additional fertilizing elements, but does not exclude, in addition to the contributions made by the soil to plant growth, normal tillage operations necessarily performed to assist such growth. The depth, quality, and physical properties of the topsoil and subsoil are the more significant factors in the determination of the inherent productivity of the soils within the county.

The community committeemen should note with extreme care the difference between "inherent productivity" and "present productivity" of the soil. Inherent productivity of a soil type is measured by the crop yielding ability of such soil type when first cleared, drained, or broken from the original sod and is reflected in the "come-back" ability of such soil.

The community committeemen should keep in mind that inherent productivity of a soil is a gift of nature and present productivity of a soil is this native gift plus or minus the effect of such farming practices and land treatments as liming, irrigation, fertilization, rotating, overcropping, etc.

(a) **High.**—This term should be used when the prevailing soil types are high in inherent productivity as compared with the other soil types represented in the cropland acreage within the county.

(b) **Good.**—This term should be used when the inherent productivity of the prevailing soil types is better than the county average for the cropland acreage in the county but cannot be classified as high.

(c) **Medium.**—This term should be used when the prevailing soil types are medium or average in inherent productiveness. Fields with medium inherent productiveness would represent the average inherent productiveness of the soil acreage classified as cropland in the county.

(d) **Fair.**—This term should be used when the prevailing soil types inherently are lower in productiveness than the county average inherent soil productivity of the cropland of the county.

(e) **Poor.**—This term should be used when the prevailing soil types inherently are the least productive soils of the cropland acreage within the county.

It would be helpful in the schooling period if the community committeemen would become familiar with the relative inherent productiveness of the different soils in the cropland acreage of their respective counties. At such time the soils of average inherent productiveness should be determined and at the same time the soils of highest or least productiveness should be defined. The community committeemen when reporting on fields should attempt to make such distinctions as exist between soil types within fields, and rate such fields relative to the county average. County soil survey maps and

other soil type information will be found very helpful in appraising the inherent productivity of the different soil types in the county. The locations of these soil types within a soil-surveyed county also can be determined by the use of soil-survey maps.

PRESENT PRODUCTIVITY

Enter in column (7) for each field that one of the descriptive terms shown in the box at the head of such column which best describes the "present productivity" of the field. Only a term shown in such box shall be entered in such column. "Present productivity" as used herein relates to the present ability of the soil in each field to produce cultivated crops under growing conditions representative of the average of the past 10 years. It is dependent upon the state of fertility, present organic content, tilth, freedom from noxious weed infestation, droughtiness, drainage, and similar factors.

The county committeemen should take great care so as not to be influenced in their appraisal of the present productivity of a field by the present crop upon such field. It should be kept in mind that the future performance of such field under growing conditions representing the historical average of the past 10 years is wanted in the appraisal. For example, in most localities growing conditions during 1937 were above the past 10-year average growing conditions, and the present crop on the field, such as corn, if given full weight, will tend to give such field a higher appraisal than it otherwise would merit.

(a) **High.**—This term should be used for fields capable of producing 126 percent or more of the average yield per acre of the principal soil-depleting crops of the county.

(b) **Good.**—This term should be used to describe fields capable of producing 110 to 125 percent, inclusive, of the average yield per acre of the principal soil-depleting crops of the county.

(c) **Medium.**—This term should be used to describe fields capable of producing 95 to 109 percent, inclusive, of the average yield per acre of the principal soil-depleting crops of the county.

(d) **Fair.**—This term should be used to describe fields capable of producing 81 to 94 percent, inclusive, of the average yield per acre of the principal soil-depleting crops of the county.

(e) **Poor.**—This term should be used to describe fields capable of producing less than 81 percent of the average yield per acre of the principal soil-depleting crops of the county.

The county committee may translate these percentages into yields per acre of the principal soil-depleting crops in the county. If this is done, the appropriate yield figures may be entered in the margin opposite subsections (a), (b), (c), (d), and (e). The "present productivity" appraisal for each field should be made strictly on the merits of each field regardless of whether this results in considerable departure from the county average.

Enter in the space following the word "remarks", (a) such physical characteristics as are not recorded in column (4), (5), (6), or (7); and (b), such factors, other than physical characteristics, as

should be taken into consideration in establishing a soil-depleting goal for the farm.

"Other physical characteristics" include such factors as terracing, irrigation, and overflowing. These items may be reflected, in part at least, in the entries in column (5), (6), or (7), in which event any remarks relating thereto constitute an explanation of such entries. Terracing may be noted thus: "Work sheet, 1035, field A, 10 acres, terracing in good condition." Similarly the extent, nature, and condition of irrigated and overflow land should be indicated.

Factors other than physical characteristics might include the type of farming if it departs sharply from the common type in the county, or recent changes in ownership if such changes are likely to affect the type of farming operations carried out on such farm.

Section 3. If the name and address of the 1937 operator or operators are needed in order to locate the farm, clerks in the county office shall enter such names and addresses in the spaces provided therefor. This information usually will be obtained from NCR-113 or NCR-106. Clerks in the county office shall enter the legal description of the farm in the space provided therefor. Care should be taken to assure that the legal description covers the farm as defined for the purposes of the 1938 Agricultural Conservation Program. If this information is not available in the county office, it should be secured from the county recorder or by the field reporter from the owner or the operator(s) of the farm.

Section 4. A map of the farm should be drawn in section 4. If all or part of the farm described in section 3 has been measured or can be determined from aerial photographs, the outline of such farm or part thereof and the field boundaries should be entered by clerks in the county office in section 4. It is not necessary that the map be drawn strictly to scale but it is essential that the map show all the land in the farm and none of the land in any other farm. It may be necessary to combine all or parts of two or more 1937 (or 1936) farms in order to include all the land in a 1938 farm.

The space provided for the drawing of the map is 8 inches square with dots 1 inch apart. Before drawing the map, it should be determined whether the east-west length or the north-south length is greater, in order to determine the proper scale to be used in drawing the map. For all fields for which measurements are shown on either NCR-113 or NCR-10, enter the field letter shown on such form. If the farm described in section 3 consists of all or part of two or more 1937 farms, it will be necessary to enter in each field the appropriate 1937 work-sheet number. If any such information was obtained from NCR-10, the 1936 work-sheet number should be entered in the appropriate fields, followed by a dash and the figures "36."

If all or part of the farm was not measured in 1936 or 1937, or if it was impossible for any reason to execute section 4 in the county office even if 1936 or 1937 measurements were made, the field reporter should draw a sketch map of the farm and the fields therein at the time he visits such farm. Such map will not be drawn to scale but should show the location of the fields and, insofar as practicable, their relative size. As heretofore set forth, a letter will be entered in each field corresponding to the entry in column (3) of the appropriate line of section 2.

Section 5. Enter in section 5 the number of acres of potatoes planted on this farm in each of the years 1937, 1936, and 1935, or for as many of these years as the operator of the farm is able to supply the information.

VII. COUNTY PLAT MAP

In order to make sure that an NCR-203 is executed for every farm in the county, a county plat map should be prepared, if this has not already been done in connection with previous programs, and as the initial office work on forms NCR-203 is completed, the farm land covered by each NCR-203 should be shown on such plat map, together with such notations as will help to identify the farm and the land in it. Initial office work on NCR-203 will be completed when no blank spaces remain on the plat map, or if blank spaces do remain, entries have been made which indicate that such blank spaces are not farm land. Such entries might be, for example, the name of a town, "forest", "lake", "public land, no cropland", "range land, no cropland", "golf course." The office of the county recorder should be consulted in all cases where the title owner, the size, or the location of a farm cannot be determined from the records in the county office. If this information is not available in the county office or in the office of the county recorder, a notation to that effect should be made on a blank NCR-203 and such information shall be obtained by the field reporter when he visits such farm. The appropriate entries should be made on the plat map when such NCR-203, is returned to the county office.

VIII. COUNTY OFFICE RECORDS

In order to maintain an adequate record of the progress of the execution of NCR-203, a county office record shall be kept. It is recommended that NCR-County No. 3, Office Record for NCR-203, be used but any other record approved by the State committee may be substituted therefor, provided that it contains at least the information required to maintain NCR-County No. 3.

NCR-County No. 3 shall have the following headings:

1. Temporary number.
2. Final number.
3. Title owner.
4. Date initial office work completed.
5. Date assigned to field reporter.
6. Initials of field reporter.
7. Date returned by field reporter.
8. Form accepted.
9. Returned to reporter for correction.
10. Date corrected NCR-203 returned by field reporter.
11. Form accepted.
12. Farm number entered on plat map.

Prepare NCR-County No. 3 for each minor civil division. Enter the names of the county and the minor civil division in the upper right-hand corner.

Column 1. In order to facilitate keeping track of all forms NCR-203, a temporary number may be entered lightly in pencil on some

convenient space (other than the space provided for the farm number) on each such form. If such temporary numbers are assigned, enter such numbers in column 1.

Column 2. After farm numbers have been entered on forms NCR-203 as provided heretofore, such numbers may be entered in the appropriate lines of column 2.

Column 3. Enter the name of the title owner.

Column 4. Enter the date the initial office work is completed.

Column 5. Enter the date the NCR-203 is assigned to a field reporter.

Column 6. Enter the initials of such field reporter.

Column 7. Enter the date NCR-203 is returned by field reporter.

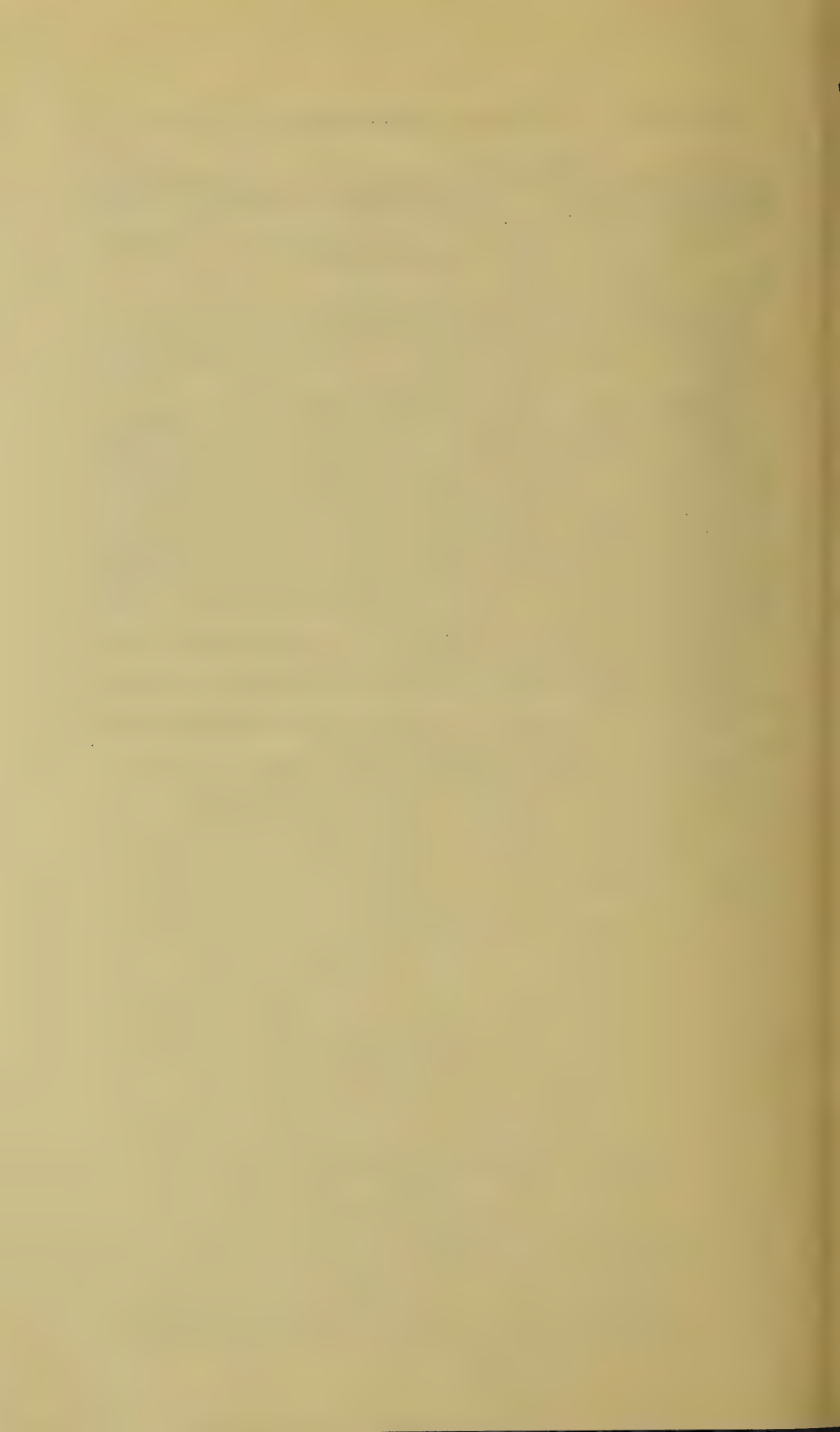
Column 8. Enter a check mark (✓) if an examination of NCR-203 indicates such report is complete. Enter a dash (—) if such report is incomplete. In order to be complete, entries should have been made in the appropriate spaces in sections 1 to 5. Be sure that there is a descriptive term corresponding to one of those in the box at the head of each column, entered in columns (4), (5), (6), and (7) of each line for which there is an entry in column (2). A check sheet is likely to be found useful for the purpose of determining whether NCR-203 is complete.

Column 9. Enter the date NCR-203 is returned to the field reporter for correction, if this is necessary.

Column 10. Enter the date the corrected NCR-203 is returned by the field reporter.

Column 11. Enter a check mark (✓) if an examination of NCR-203 indicates such corrected report is complete.

Column 12. Enter a check mark (✓) when the farm number is assigned (see p. 6) and entered on the plat map (see p. 12).



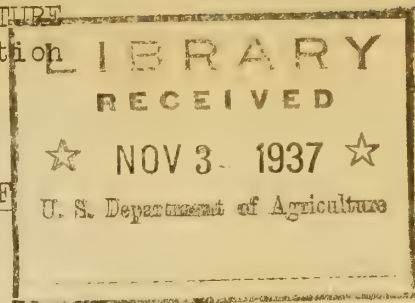


Issued October 27, 1937

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7-15-37

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Division
Washington, D. C.

METHOD EMPLOYED IN DETERMINATION OF
PERCENT SLOPE OF A FIELD WITH THE
"SLOPE FINDER."



Attached herewith is a "slope finder" which is being used in the State of Michigan and which when used in accordance with instructions outlined below may be found a helpful aid in the training of field reporters in preparation for the execution of Form NCR-203. Each county office in the State should have at least one of these slope finders.

I. In order to use the Slope Finder it is necessary to have the following:

- (a) A thick cardboard or wooden board back.
- (b) A thin tough thread and an attached plumb bob.
- (c) A pole equal in height (when stuck in the ground) to the eye level of the observer.
- (d) Three pins.

II. With the above-mentioned articles, proceed as follows:

- (a) Secure the chart on the board by first applying a coat of shellac to the board, then placing paper upon shellaced board, and finally applying second coat of shellac over the paper.
- (b) Place pins in the center of circles, A, B, and C.
- (c) To pin at A, tie the plumb line which must be long enough to allow the bob to fall about an inch below the board.

III. At one end of the slope to be measured, the pole is placed in the ground. At the other end the agent proceeds in the following manner:

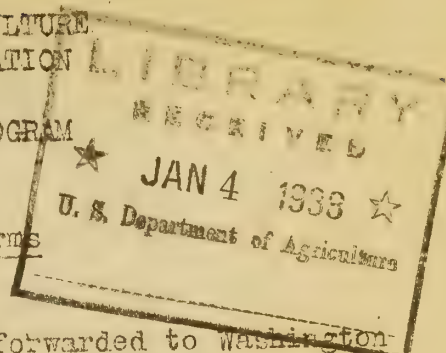
- (a) Hold slope finder with point B at eye level.
- (b) Tilt until the bases of the pins at B, C, and the top of the pole at the other end of the slope are in a straight line.
- (c) Now, without moving the card, place the thumb on the string against the board and read the percent slope directly from the chart.

In order to insure accuracy, it is advisable to take several readings of each observation and obtain their average.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

Instructions for completing forms
NCR-203 in the County Office



After forms NCR-203 have been executed and forwarded to Washington for computation in accordance with instructions in NCR-202, Supplement 3, the county committee should determine if an NCR-203 has been executed for every farm in the county which contains cropland. A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon it shall be regarded as located in the county in which the major portion of the farm is located.

If the transmittal of forms NCR-203 to Washington for computation is incomplete, forms NCR-203 should be executed for all farm land in the county not previously covered. Such forms NCR-203 shall be assembled in the county office and checked for completeness and accuracy. Values shall then be assigned to the descriptive terms entered in columns (4), (5), (6), and (7) of forms NCR-203 as follows:

Slope	Degree of Erosion	Inherent Productivity	Present Productivity
Level	20 : None	20 : High	20 : High
Undulating	16 : Slight	16 : Good	16 : Good
Rolling	12 : Medium	12 : Medium	12 : Medium
Hilly	8 : Heavy	8 : Fair	8 : Fair
Steep	4 : Serious	4 : Poor	4 : Poor

Enter in columns (4), (5), (6), and (7) of NCR-203 the respective factor values assigned to the descriptive terms. Make each entry in red immediately above the word in order that it may be legible. Such entries will be made for all fields described on the form.

Computation of Forms NCR-203

1. Add the entries in columns (4), (5), (6), and (7) for each field and enter the sum in column (3).

2. Multiply the entry in column (8) by the entry in column (3) for each field; point off two decimal places and enter the result, correct to two decimal places, in column (9).

3. Add the entries in column (9) and enter the result in the total line for such column. This is the indicated total soil-depleting goal for the farm and is identical with the goal that would have been computed if such form NCR-203 had been forwarded to Washington. In checking the accuracy of any machine computation, however, the entries in column (3) of NCR-203 shall be rounded by dropping fractions of .5 or less, and considering fractions in excess of .5 as a whole number.

4. Add the entries in column (3) and enter the result in the total line for such column.

5. Divide the total of column (9) by the total of column (3) and enter the result in the total line of column (8). This is the ratio of the indicated total soil-depleting goal to cropland.

Forms NCR-203 forwarded to Washington for computation will be returned directly to the county office as soon as the work is completed. When such forms are received, a final check shall be made to determine that an NCR-203 has been executed for every farm in the county. If the plat map was not completed prior to the transmittal of forms NCR-203 to Washington, such plat map shall now be completed. No county shall begin listing data on NCR-209 until the plat map has been examined by the State committee or its representative and has been approved as showing that an NCR-203 has been executed for every farm in the county, or until the county committee has been instructed by the State committee to proceed with the execution of NCR-209. Any forms NCR-203 executed as a result of such check shall be computed as heretofore set forth.

In the forms returned from Washington, there may be a number on which omissions occurred, or incorrect or illegible entries were made. In some cases, these forms will not have been computed by machine and in the cases which have been computed by machine, the result will be in error. All such forms NCR-203 should be corrected and computed as heretofore set forth.

All forms NCR-203 completed after the transmittal of previously executed forms to Washington must be clearly identified. When all such forms have been completed, duplicate copies showing the state and county code, the minor civil division, the farm number, and the entries in Sections I and II of the original shall be made and forwarded immediately to the State office. Such copies should be clearly marked "duplicate". When corrected forms NCR-203 have been made of forms NCR-203 sent to Washington and found to be incorrectly executed, duplicate copies of such corrected forms NCR-203 shall be made and forwarded immediately to the State office. Such copies shall be clearly marked "Corrected". The State office after determining that such "duplicate" and "corrected" forms NCR-203 are properly prepared, will forward such forms to Washington.

Preparation of Forms NCR-203 for Listing

As soon as possible after the computations for forms NCR-203 are completed in Washington, the machine form listing sheet showing the results of these computations will be forwarded to the county office. Upon receipt of

this listing sheet, county clerks should transfer (a) the total cropland figure shown in the third column of the machine listing sheet to the total line of column (3) of the respective NCR-203 and, (b) the indicated total soil-depleting goal entered by hand in the last column of the machine listing sheet to the total line of column (9) of the respective NCR-203. No changes shall be made in the minor civil division and farm numbers on the returned forms NCR-203 prior to such transfer since such minor civil division and farm numbers must be used in identifying the NCR-203 to which each entry on the listing sheet is to be transferred. Derive the ratio of the indicated total soil-depleting goal to cropland by dividing the total of column (9) by the total of column (3) and enter the result in the total line of column (8).

After these entries have been made on forms NCR-203, all such forms should be carefully examined to determine that each one exactly covers a 1938 farm. (See NCR-202, p.4) If such is not the case, the appropriate corrections shall be made in all Sections of NCR-203. A light line shall then be drawn through the original entries in the total line of Section II of each corrected NCR-203, the correct cropland and indicated total soil-depleting goal determined; and such corrected data entered immediately above the stricken entries. In the event that the error consists of a single field entered on the wrong NCR-203, the correct totals for Section II may be obtained by subtracting the entry in column (3) for such field from the previous total for the one NCR-203 and adding such entry to the previous total for the other NCR-203; computing, if necessary, the entry for column (9) for such field; and subtracting such entry from the previous total for column (9) for the one NCR-203 and adding it for the other.

After this examination the necessary data from forms NCR-203 will be listed on NCR-209 (Listing Sheet - 1938 Agricultural Conservation Program). Instructions for such listing will be found in NCR-210.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION1938 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGIONAmendments to NCR-202, Supplement 4. U. S. Department of Agriculture

JAN 26 1938 ★

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NCR-202, Supplement 4, issued December 16, 1937, is amended as follows:

Page 2, fourth paragraph (immediately following the paragraph numbered 5) by changing to read:

"Forms NCR-203 forwarded to Washington for computation will be returned directly to the county office as soon as this work is completed. When such forms are received in the county office, column (3), Section II, should be added if this was not done before shipment to Washington. A final check shall then be made to determine that an NCR-203 has been executed for every farm in the county. If the plat map was not completed prior to the transmittal of forms NCR-203 to Washington, such plat map shall now be completed. No county shall begin listing data on NCR-209, the 1938 Listing Sheet, until the plat map has been examined by the State Committee, or its representative, and has been approved as showing that an NCR-203 has been executed for every farm in the county, or until the county committee has been instructed by the State committee to proceed with the execution of NCR-209. Any forms NCR-203 executed as a result of such check shall be computed as heretofore set forth."

Page 2, fifth paragraph by changing to read:

"In the forms returned from Washington, there may be a number on which omissions occurred, or incorrect or illegible entries were made. Those cases, discovered before machine computation, have been withdrawn from the lot and not computed. Such withdrawn forms are being returned to the county office with a "withdrawal slip" attached. In cases in which errors occurred but were not discovered, the entry in column (17) of the machine listing sheet will be in error. Where this appears to be the case, such forms should be recomputed in the county office. Such

errors are most likely to become apparent when the ratio to be entered in the total line of column (8) is computed as hereinafter set forth. Any NCR-203 for which the ratio appears to be distinctly out of line with those of adjoining farms should be re-computed. All incorrect or uncomputed forms NCR-203 should be corrected and computed as heretofore set forth."

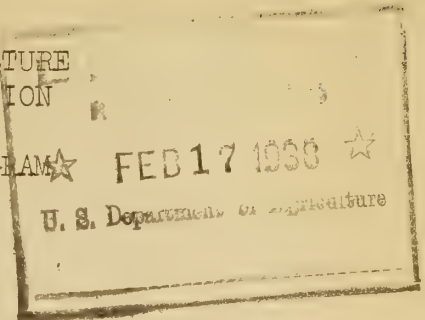
Page 2, seventh paragraph by changing to read:

"As soon as possible after the computations for forms NCR-203 are completed in Washington, the machine listing sheet showing the results of these computations will be forwarded to the county office. Upon receipt of the machine listing sheet, county clerks shall transfer the indicated total soil-depleting goal entered by hand in column (17) of the machine listing sheet to the total line of column (9) of the respective NCR-203. A few of the forms NCR-203 returned from Washington may have been computed by hand and an entry made in the total line of column (9). These forms have been used to check the machine work and such entry in the total line of column (9) should agree with the entry for such NCR-203 in column (17) of the machine listing sheet. Derive the ratio of the indicated total soil-depleting goal to cropland by dividing the total of column (9) by the total of column (3) and enter the result in the total line of column (8). No changes shall be made in the minor civil division and farm numbers on the returned forms NCR-203 prior to such transfer, since such minor civil division and farm numbers must be used in identifying the NCR-203 to which each entry on the machine listing sheet is to be transferred."

Issued January 21, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION



OPTIONAL PROCEDURE FOR THE ADJUSTMENT OF FORMS NCR-203,
SOIL MANAGEMENT FIELD REPORTS

An examination of forms NCR-203, Soil Management Field Reports, may indicate that there are substantial differences in such forms prepared by different field reporters on farms which are comparable. If the work of field reporters in executing forms NCR-203 is not comparable throughout the county, serious injustices in the establishment of 1938 soil-depleting goals will undoubtedly result, since form NCR-203 is the basis for the establishment of soil-depleting goals for the 1938 Agricultural Conservation Program.

A method of eliminating individual field reporter variation is by means of a county "standardization committee", whose responsibility it shall be to rescore a sample of the work done by each field reporter in the county. This sample will provide a basis for adjusting each field reporter's work to a county standard.

The county committee shall select a county "standardization committee" of two men, both of whom shall have had experience in connection with the preparation of forms NCR-203 in the field, either as a county supervisor of field reporters, or as a field reporter.

Selection of Farms to be Rescored by the
County "Standardization Committee".

The sample of each field reporter's work to be rescored by the county "standardization committee" shall consist of a minimum of five farms. Not less than two fields on each of these five farms shall be rescored. This means that each field reporter will be checked by the county "Standardization committee" on a minimum of ten fields on five farms.

Farms to be rescored by the county "standardization committee" should be carefully selected. Points to be considered in selecting such farms are as follows:

1. The five farms, or more, should be typical of the slope, degree of erosion, inherent productivity, and present productivity, of the farms for which the field reporter prepared forms NCR-203.

For example: If the farms inspected by a field reporter were mostly level, it would not be desirable to select a group of extremely rough farms for use in standardizing the work of that field reporter.

2. The farms should be reasonably well distributed over the territory in which the field reporter worked.
3. Measured farms should be selected since it is desirable that the variable of estimated acreage be eliminated.

Preparation of Forms NCR-203 for Use by the County "Standardization Committee".

Forms NCR-203 which are to be used for standardizing the work of the field reporters shall be prepared in the county office in a manner identical with that followed in preparing forms NCR-203 for use by the field reporters. The name of the field reporter shall be entered at the bottom of form NCR-203 on the line for the signature of the field reporter.

Field Procedure for the County "Standardization Committee".

The county "standardization committee" shall select the fields to be rescored after arriving at the farms. It is desirable that the fields selected be average or above average in size.

After selecting the fields, the county "standardization committee" will rescore such fields, making appropriate entries in columns (4), (5), (6), and (7), of form NCR-203, in accordance with the instructions in NCR-202. Both members of the county "standardization committee" must agree upon the entries to be made.

Both members of the county "standardization committee" shall sign the forms NCR-203, executed by them, on the last line under "Remarks", and return such forms to the county office.

County Office Procedure Following Completion of the Work of the County "Standardization Committee".

Upon receipt of the computed forms NCR-203 at the county office, another form NCR-203 shall be prepared from the computed form NCR-203 for each farm which has been rescored by the county "standardization committee".

The form NCR-203 which is prepared from the computed form NCR-203 must be identical with respect to Sections I and II of the computed form NCR-203, except that there need appear on such form NCR-203 only the entries for the fields rescored by the county "standardization committee".

The form NCR-203 prepared from the computed form NCR-203 shall be marked in the space at the top with the words "field reporter", which indicates that this is the work of the field reporter. The field reporter's name must, of course, be shown on the line for the signature of the field reporter.

The corresponding form NCR-203 prepared by the county "standardization committee" shall be marked in the space at the top with the words "County Standardization Committee" and the two related forms NCR-203 stapled together.

Such forms NCR-203 shall then be computed for the fields entered thereon, in accordance with instructions in NCR-202, Supplement 4, and Supplement 5, as if the "sample" fields comprised the entire farm.

After the computations are completed, the county committee shall compare the results to determine the difference, if any, between the forms NCR-203 executed by the field reporter and the forms NCR-203 executed by the county "standardization committee".

If the results of such comparisons vary greatly among the farms rescored, an additional number of farms shall be rescored by the county "standardization committee", in accordance with the above procedure, before deriving the factors to be used in adjusting forms NCR-203 to a county standard. If the variation is found to be so great that the work of the reporter has no merit, all forms NCR-203 executed by such reporter shall be discarded. In which event, the county committee should select a field reporter whose work has proven to be uniform to execute new forms NCR-203 for all farms originally covered by the field reporter whose work varied considerably.

After the work of all field reporters has been found to be acceptable, the adjustment factors shall be determined in the following manner:

Determination of Adjustment Factors.

A tabulation sheet showing the following column headings should be prepared for each field reporter.

- Column (1) - "1938 Farm Number".
- Column (2) - "Field Reporter indicated Total Soil-depleting Ratio".
- Column (3) - "County 'Standardization Committee' Indicated Total Soil-depleting Ratio".
- Column (4) - "Difference Between Columns (2) and (3)".

The following information should be tabulated from forms NCR-203 executed for the selected farms:

Column 1.-- Enter the 1938 farm number which is obtained from the upper right-hand corner of page one of form NCR-203.

Column 2.-- Enter the total soil-depleting ratio for the several selected fields in each farm, as shown in the total line of column (9) of the form NCR-203 prepared by the field reporter.

Column 3.-- Enter the total soil-depleting ratio for the several selected fields in each farm, as shown in the total line of column (9), of the form NCR-203 prepared by the county "standardization committee".

Column 4. -- Enter the difference between columns (2) and (3). The factor to be used in column (13), NCR-209, as described in the instructions for the execution of NCR-209, the 1938 Listing Sheet, will be determined from the tabulation for selected farms in the following manner:

- a. Obtain the total of column (2) and divide by the number of entries in such column. This result is the indicated total soil-depleting ratio for the field reporter's work.
- b. Obtain the total of column (3) and divide by the number of entries in such column. This result is the indicated total soil-depleting ratio for the "Standardization Committee's work.
- c. Obtain the difference between the result obtained under (a) and the result obtained under (b) above. This difference, rounded to two decimal places, is the field reporter's adjustment factor to be used in column (13) of NCR-209.

Issued January 26, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

FEB 17 1938
U. S. Department of Agriculture

Deletion of Noncropland From Form NCR-203

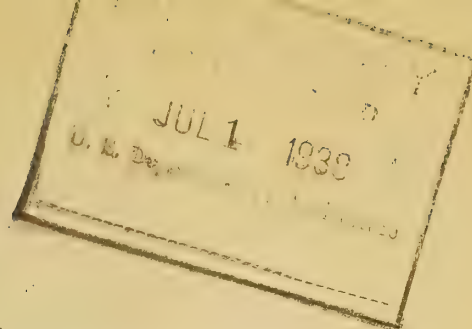
Where data for fields, which should not have been considered cropland, have been entered in error on forms NCR-203, such forms must be corrected before the data are transferred to form NCR-209, the 1938 Listing Sheet. Such corrections shall be made in the following manner:

The county committee will check forms NCR-203 and determine whether any fields have been included in such forms which should not have been considered cropland for the purpose of executing form NCR-203, as set forth in Part V, NCR-202. The entries in columns (1), (2), and (3), for any such fields will be stricken through with a light line.

The sum of the acres in fields for which the entries have been stricken through, will be entered in a convenient blank space in column (3), Section II, NCR-203, or immediately below the total of column (3). This sum will be subtracted from the original total of column (3) to derive the corrected total of column (3). The original total will be stricken through and the corrected total entered immediately above the stricken total. This corrected cropland total is the entry to be made in column (4), Part I, of the 1938 Listing Sheet.

Form NCR-203 must be further corrected by computing the entries for column (9) for fields for which the entries in columns (1), (2), and (3) have been stricken through as instructed above. This computation will be made in accordance with procedure outlined in NCR-202, Supplement 4. The sum of the entries in column (9) for such fields will then be entered in a convenient blank space in column (9) or immediately below the total of column (9). Such entry will then be subtracted from the original total of column (9) to derive the corrected total of column (9). Such original total will be stricken through and the corrected total entered immediately above the stricken total. This corrected total is the entry to be made in column (12), Part I, of the 1938 Listing Sheet.

141 B
Form NCR-202, Supplement 8
U. S. Department of Agriculture
Agricultural Adjustment Administration
North Central Division



Report of Status of Forms NCR-203

Form NCR-203a is provided for the purpose of determining the present status of all forms NCR-203, which have been executed for the 1938 Agricultural Conservation Program. Each county should prepare two copies of this report and forward them to the State office not later than June 4, 1938. One copy of such county reports should be forwarded to Washington for tabulation and summarization not later than June 11, 1938.

The instructions for executing this form are as follows:

Question I.

Forms NCR-203 computed in Washington.

- A. Enter the total number of forms NCR-203 computed in Washington less those listed on a correction tabulation, and for which the computations have not been found to be in error. This entry should include all Soil Management Field Reports for which the indicated soil-depleting goal was correctly computed on the basis of the data transmitted to Washington, even though corrections in cropland or other items were later made.
- B. Enter the number of forms NCR-203 computed in Washington which were listed on a correction tabulation.
- C. Enter the number of forms NCR-203 computed in Washington and not listed on a correction tabulation, for which the computations have been found to be in error.
- D. Enter the total number of forms NCR-203 computed in Washington, which is the sum of items A, B, and C.
- E. The method for selecting forms NCR-203 for recomputation should be indicated by entering a check mark opposite the method adopted. If more than one method of selecting forms for recomputation was used, in addition to the check mark an estimate of the number

of forms selected by each method should be entered in the space indicated, and the sum of these estimates should equal the number entered in item C, Question II.

Question II.

Forms NCR-203 Tabulated on the Original Listing Sheet, Form NCR-209:

- A. Enter the number of forms NCR-203 computed in Washington, for which the original descriptive terms and acreages have not been changed or revised since the first execution of those Soil Management Field Reports and the computations of which were not found to be in error.
- B. Enter the number of forms NCR-203 computed in Washington, for which the original descriptive terms and acreages have not been changed or revised since the first execution of those Soil Management Field Reports and which were found to be in error in the State or county offices. This entry should include both the forms NCR-203 which were already indicated as in error by being listed on a correction tabulation, and the forms NCR-203 which contained errors in computation that were ascertained in the State or county office.
- C. Enter the number of forms NCR-203 which were computed for the first time in the State or county office for which the original descriptive terms or acreages have not been revised, subsequent to the first execution of these forms.

The purpose of parts D, E, F, G, and H, Question III, is to determine those forms NCR-203 for which the original entries have been revised or changed since the forms were executed and computed for the first time in Washington, or in the State or county office.

- D. Enter the number of forms NCR-203 from which noncropland was removed subsequent to the first execution and computation of these forms, and on which there was no revision or change at any time of the original descriptive terms and acreages except for the exclusion of noncropland.
- E. Enter the number of forms NCR-203 from which noncropland was removed subsequent to the first execution and computation of these forms, and whose status has been changed by revision of descriptive terms, change of designation of farm or crop acreage, or combination or division of forms NCR-203 and by the exclusion of noncropland.

The sum of entries in D and E should include all forms NCR-203 for which noncropland has been removed subsequent to the first execution and computation of such forms.

- F. Enter the number of forms NCR-203, other than those listed above in item E from which noncropland was removed, that were reappraised or any descriptive terms changed or altered by field reporters, or the community or county committee where such change would result in a revised indicated soil-depleting goal, all such changes being subsequent to the computation of the 203's for the first time in Washington or in the State or county office.
- G. Enter the number of forms NCR-203, as originally executed and computed, which, prior to the initial listing on the original listing sheets, NCR-209, it was necessary to combine or divide because of change in operators for either part or all of the farm covered by the original form NCR-203, failure to conform originally to the proper definition of a farm, revision of crop and (or) farmland, division of farms by fields or inclusion of additional fields, or for any other reasons.
- H. Enter the number of NCR-203 resulting from the combinations and divisions of forms NCR-203, as originally executed and computed, and such changes were made prior to the initial listing on the original listing sheets, NCR-209. The entry for item H may be less or may exceed the entry for item G but should not cover any forms NCR-203 which are not included in the figure entered in item G.
- I. Enter the county total number of forms NCR-203 as indicated by a count of all entries in column 1, NCR-209.
- J. Enter the total number of forms NCR-203 which were deleted or stricken from the original listing sheets, NCR-209, after the initial listing of such forms NCR-203 had been completed. These forms NCR-203 may have been transferred to the supplementary listing sheets provided for Corrected Forms NCR-203 Sheets A and B, Changed Forms NCR-203, and New Forms NCR-203, or deleted for some other reason. However, the entry for item J should include all deleted forms NCR-203 on the original listing sheets, NCR-209.

Question III.

Forms NCR-203 Tabulated on Supplementary Listing Sheets.

- A. Enter the number of parts of forms NCR-203 as originally executed and computed and listed on the original listing

sheet for which undeleted data are listed on the "Listing Sheet for Corrected Forms NCR-203, Sheet A". Each of such parts now constitutes a complete 1938 farm, and a new form NCR-203 will have been executed therefor.

- B. Enter the number of 1938 farms or new forms NCR-203 which constitute combinations of all or part of two or more original forms NCR-203 listed on the original listing sheets for which data are tabulated on the "Listing Sheet for Corrected Forms NCR-203, Sheet B". Only the acreage totals or sums of the individual parts, written in black, of forms NCR-203 will be included in this count for the "B" entry of Question IV. The parts of the first forms NCR-203 or the original entire forms NCR-203 either as listed on the original form NCR-209 or "Sheet A for Corrected Forms NCR-203" and transcribed on "Sheet B" in red will be omitted from the count of entries for item B, Question IV.
- C. Enter the number of forms NCR-203 tabulated on the special listing sheet, NCR-209, entitled "Listing Sheet for Changed Forms NCR-203". A count for each county of the number of entries on these listing sheets should be made to determine the entry for this item, C of Question IV.
- D. Enter the number of forms NCR-203 tabulated on the special listing sheet, NCR-209, entitled "Listing Sheet for New Forms NCR-203". A count for each county of the number of entries on these listing sheets should be made to determine the entry for this item D, of Question IV.
- E. Enter the county total number of additional forms NCR-203 as indicated by a count of the undeleted parts on "Sheet A for Corrected Forms NCR-203", of the undeleted combinations on "Sheet B for Corrected Forms NCR-203", and of all entries on the "Listing Sheets for Changed and New forms NCR-203". This entry for item E also should be equal to a sum of items A, B, C, and D of Question IV.

Question IV.

County Totals for Specified Columns on Part I of the Listing Sheet, Form NCR-209, and Estimated Coverage and Participation.

- A. Enter the number of acres in farm land for the county as indicated by the farm acreage entries for all forms NCR-203 or the county total of column 3, NCR-209.

- B. Enter the number of crop acres for the county as indicated by the crop acreage entries for all forms NCR-203 or the county total of column 4, NCR-209.
- C. Enter the number of acres in soil-depleting allotments for the county, as indicated by the computed soil-depleting acreage totals from forms NCR-203 or the county total of column 12, NCR-209.
- D. Enter the final estimate of the percentage of completeness of coverage in execution of forms NCR-203 for all farms in the county. This estimate should be governed by the cropland coverage represented on plat maps which were executed by each county. The cropland covered by the forms NCR-203 will be expressed as a percentage of all cropland in the county.
- E. (1) Enter the final estimate of participation in the 1938 Agricultural Conservation Program as expressed by the percentage of forms NCR-203 executed in the county for which application for payment will be made.

(2) Enter the final estimate of participation in the 1938 Agricultural Conservation Program as indicated by the percentage of total cropland covered by all forms NCR-203, executed in the county, for which application for payment will be made.
- F. Enter the percentage of payment for full performance which will be earned by farms participating in the 1938 Agricultural Conservation Program.

Question V.

County Committee's Suggestions Regarding Use of Forms NCR-203 for 1939 Agricultural Conservation Program.

- A. Indicate by a check mark opposite "yes" if the county committee wishes to approve the proposed use of form NCR-203 or a comparable form in the determination of soil-depleting acreage allotments for the 1939 Agricultural Conservation Program.
 - (1) Indicate on an attached form NCR-203 any suggested changes or revisions of the factor values used to derive individual soil-depleting acreage allotments, provided the county committee's proposed factor values differ from those outlined in NCR-202, Supplement 4, for use in the 1938 Agricultural Conservation Program.

- (2) Enter in the space provided any changes or improvements desired for the form NCR-203 proposed for use for the 1939 Agricultural Conservation Program.

B. Indicate by a check mark opposite "no" if the county committee wishes to express disapproval of a proposed use of form NCR-203 in the determination of soil-depleting acreage allotments for the 1939 Agricultural Conservation Program.

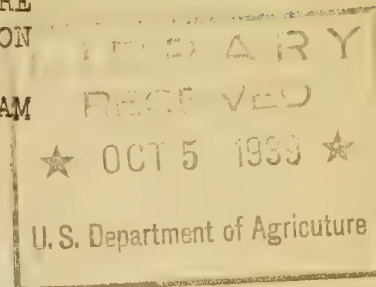
- (1) Indicate on separate sheets the reasons for expressing disapproval of form NCR-203 or objections to its further use.

- (2) & (3) It is also suggested that the county committee submit to Washington a copy of the form and procedure which is proposed for use in place of form NCR-203 for the 1939 Agricultural Conservation Program.

Issued September 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION



Instructions for completing forms
NCR-203 in the county office

The instructions contained herein are to be used in completion of "County Form NCR-203", "Township Chairman County Form NCR-203", and "County Committee Form NCR-203", as required in NCR-State-401 for those counties in which the township relationship of the NCR-203 indications is inequitable. These instructions are not applicable to the completion or correction of an individual form NCR-203 for a farm, but are to supplement other instructions for completion of NCR-203 as they apply to this operation.

NCR-State-401 instructs the clerical assistants as to the method of preparing "County Form NCR-203" for completion by each committeeman. NCR-202 and Supplement I thereto set forth the instructions for completion of form NCR-203 in the field. The parts of these instructions that are applicable to this operation shall be construed to permit the refinement illustrated hereafter.

When completing "County Form NCR-203" in the field, each committeeman shall enter in columns 4, 5, 6 and 7, the descriptive terms applicable to the townships of the county. The committeeman shall not enter the numerical values of the descriptive terms, but he may find it necessary to enter a positive or negative sign following a descriptive term to properly describe a certain characteristic. For example, two townships may be rolling in slope, but the difference between the two townships would be most adequately described if one township is designated "Rolling +", and the other "Rolling -", or merely as "Rolling".

Upon completion of "County Form NCR-203" by each committeeman, the descriptive terms entered for each of the townships shall be summarized by the clerical assistants by first entering in red pencil immediately above each term the appropriate numerical value. For example, the term "Rolling" will be given a value of 12, "Rolling +" a value of 13, and "Rolling -" a value of 11. These values will be used in accordance with the instructions contained in NCR-State-401 (Part I),

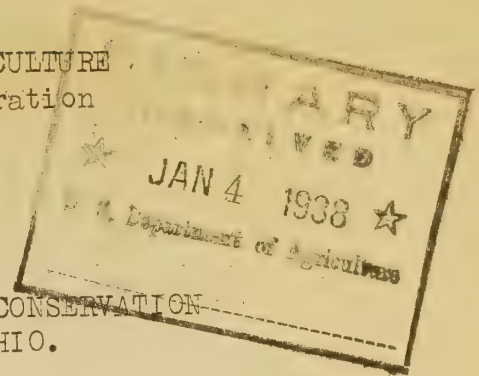
for summarization of "County Form NCR-203" and preparation of the two forms, "Township Chairman County Form NCR-203" and "County Committee Form NCR-203".

The revised numerical values of the descriptive terms are given in the following table:

Slope	:	Degree of	:	Inherent	:	Present
	:	Erosion	:	Productivity	:	Productivity
Level	+ 20	None	+ 20	High	+ 20	+ 20
	19		19		19	19
	- 18		- 18		- 18	- 18
Undulating	+ 17	Slight	+ 17	Good	+ 17	+ 17
	16		16		16	16
	- 15		- 15		- 15	- 15
Rolling	+ 13	Medium	+ 13	Medium	+ 13	+ 13
	12		12		12	12
	- 11		- 11		- 11	- 11
Hilly	+ 9	Heavy	+ 9	Fair	+ 9	+ 9
	8		8		8	8
	- 7		- 7		- 7	- 7
Steep	+ 6	Serious	+ 6	Poor	+ 6	+ 6
	5		5		5	5
	- 4		- 4		- 4	- 4

1.4
7758

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



PROCEDURE FOR THE 1938 AGRICULTURAL CONSERVATION
PROGRAM IN LICKING COUNTY, OHIO.

For Use by Committeemen.

Certain work in connection with the 1938 Agricultural Conservation Program must be done in the fall of 1937 if the program is to be effective in achieving its objectives. Furthermore, the job that is most important and will require the most time, must be completed before snow covers the land or the weather becomes too cold. This job is to visit every farm in the county and obtain for each field on the farm the information needed as a basis for establishing the 1937 soil productivity balance value and bottom of the position payment scale to be used in connection with the 1938 Agricultural Conservation Program. The instructions contained herein set forth the procedure to be followed in obtaining this information and in executing the soil-management field report (form NCR-203L).

This work will be done by committeemen elected to assist in the administration of the 1938 Agricultural Conservation Program.

LAND COMPRISING A FARM

A form NCR-203L shall be completed by the field reporter for every farm in the county. A farm shall consist of all contiguous farm land owned by a person (a) which is operated by one person as all or part of one farming unit, or (b) all or part of which is field rented to and operated by other persons. For the purpose of executing NCR-203L, "contiguous farm land owned by a person" shall include land cash-rented by such person to others as well as owner-operated and share-rented land. Contiguous farm land, owned by a person, which is less than 3 acres in extent, shall not be considered a farm unless the average annual gross income from such tract of land is \$250 or more.

LAND COMPRISING CROPLAND

Data for every field that will be classified as cropland in 1938 shall be entered on NCR-203L. Cropland shall consist of all farm land which is tilled annually or in regular rotation, but shall not include any land which constitutes, or will constitute if such tillage is continued, a wind or water erosion hazard to the community because of the texture or slope of such land or because of climatic conditions.

Land which is summer fallowed is cropland. Land which may have been left idle in 1937 because of a flood or drought or other reasons and which otherwise meets the requirements of the preceding definition

is cropland. For the purpose of executing NCR-203L, land which has been in permanent pasture, but which if tilled, would be comparable to the other tilled land on the farm and which could be tilled without clearing, draining, or irrigating, shall be considered as cropland. Land devoted to commercial orchards shall be considered cropland. Farm land which cannot be tilled without clearing, draining, or irrigating, is non-cropland. Permanent pasture which even if tilled would not be comparable with the other tilled land on the farm is noncropland.

EXECUTION OF FORM NCR-203L

The entries to be made on NCR-203L for the purpose of identifying the farm and the fields thereon should, whenever possible, be made in the county office. When this is impossible they shall be made by the field reporter. In any event, the entries in section II, column (4), describing the crops or land uses and practices adopted for each field must be entered and slope readings taken by the field reporter at the time such field is visited.

Enter the State and county code in the first blank space in the upper right-hand corner of NCR-203L. Enter the aerial photograph number in the third blank space in the upper right-hand corner of NCR-203L.

After NCR-203L has been executed for all farms in each minor civil division, arrange such forms NCR-203L within each minor civil division alphabetically by title owners. Arrange each minor civil division alphabetically. Assign to such minor civil divisions consecutive code numbers, beginning with the number "1". Within each minor civil division number each farm consecutively, beginning with the number "1". Enter such minor civil division and farm numbers in the second blank space in the upper right-hand corner of NCR-203L.

Section I. Enter the name and address of the title owner in the space provided therefor. Enter the number of acres in the farm in the space provided therefor. The name and address of such owner and the acres in the farm may be obtained from NCR-113, NCR-106, NCR-10, or NCR-1. If any doubt arises as to the owner of any tract, or the number of acres therein, the files of the county recorder should be consulted. If the title owner or the number of acres in such tract cannot be thus ascertained, the field reporter should be instructed to make these determinations at the time of his visit to the farm, and make the appropriate entries.

Section II. If all or part of the farm was measured in 1937, enter the 1937 work-sheet number in column (1); the field letters in column (2); and the number of acres in each field in column (3). In some cases it will be necessary to enter more than one 1937 work-sheet number in column (1) since the farm as defined for the purposes of the 1938 program may have appeared on more than one NCR-113. In such cases, field letters in column (2) may be duplicated. Whenever practical the 1937 work-sheet number or numbers covering farms or parts of farms which were not measured in 1937 should be entered in the appropriate line in column (1), and, in any event, the letters "n. m." (not measured) should be entered in column (1).

For those farms or parts of farms which were not measured in 1937, the farm reporter, after drawing a sketch of the farm or part of the farm in section IV of NCR-203L as hereinafter set forth, shall enter field letters in column (2) and on the corresponding fields in section IV. For such farms or parts of farms, the farm reporter will indicate the farms and field boundaries on the aerial photo on which the farm appears, in accordance with the instructions for measurement in aerial counties as set forth in NCR-111-Suppl. 1. The acreage for such fields will be computed and entered in the county office. In order to follow this procedure, it will be necessary to supply the field reporter with the aerial photographs for all farms or fields, which have not been previously measured in connection with the 1937 Agricultural Conservation Program, at the time he visits the farm for the purpose of executing NCR-203L. If there are more fields in a farm than there are lines in section II, a second NCR-203L should be used and such forms NCR-203L securely fastened together. The total cropland acreage, acres in "roads, lanes, yards, wasteland, woodland, etc.," "open noncropland pasture", "other noncropland", and total acres in farms should be entered in the spaces provided. Where more than one form NCR-203L is required, these entries should be made on the final sheet.

The farm reporter should become thoroughly familiar with the definitions of "farm" and "cropland", and if any doubt exists with respect to the number of acres in the farm or with respect to the number and location of the fields in such farm, the field reporter shall take the steps necessary to assure himself that this information is shown correctly on NCR-203L. Instances will occur in connection with farms or parts of farms measured in 1937 where cropland fields are not shown either on the map or in section II. This may occur, for example, as a result of the difference between the definition of cropland for the 1938 program and those for the 1937 program. In such cases the reporter will enter an appropriate field letter in column (2) and on the map in section IV, sketching in such field if necessary; and, if such cropland was not measured, indicate the field boundaries on the aerial photo in accordance with instructions for aerial counties in NCR-111-Suppl. 1.

Column (4) of section II is to be executed by the field reporter. In this column he will enter the information concerning the crops or land use, and practices adopted for each field. He will also take slope readings for all cropland fields and enter such readings on the map in Section IV in accordance with the instructions contained herein for such section. The soil-management and cropping practices best calculated to prevent erosion and to conserve and improve the fertility of the soil are largely dependent upon the percent of slope as well as the other physical characteristics of the field. Information shall be entered in column (4) by the field reporter for any field which qualifies as cropland in accordance with the definition of cropland. This column is divided into two lines for each cropland field. The crop or land use should be entered in the first line and practices adopted on the field should be entered in the second line. Since the space thus provided is small, it will be necessary to make entries concise and clear.

Cropland will be classified according to its use or treatment during the crop year of 1937 as set forth below.

(1) Classification for Crops Harvested within the Crop Year.

Field corn harvested for silage or grain or hogged off.

Winter grains (wheat or rye) harvested as grain or hay, pastured or hogged off.

Spring or summer seeded small grains (oats, barley, flax, buckwheat) harvested as grain or pastured.

Soybeans or cowpeas harvested as seed or hay.

Sudan grass harvested as hay or pastured.

Millet harvested as hay or pastured.

Sorghums harvested.

Rape pastured or harvested for seed.

(2) Classification for Hay or Pasture Crops.

For land to classify as producing one of the hay or pasture crops listed in this section, at least 75 percent of the stand must be of that particular crop.

Alfalfa--Indicate whether there is a stand in the year of seeding or whether it is a second, third, or fourth or more year stand.

Sweet clover (biennial)--Indicate whether it is a new seeding; second year growth, pastured or cut for hay; second year growth, not pastured or cut for hay.

Clovers (mammoth, red, alsike)--Indicate whether it is a new seeding; second year of growth, pastured, or cut for hay; or second year of growth, not pastured or cut for hay.

Alfalfa and grass mixtures--Indicate whether a new seeding, second, third, or fourth year of growth.

Clovers and grass mixtures--Indicate new seeding or second year of growth.

Timothy, orchard grass, or mixtures regardless of year of seeding.

Blue Grass and other permanent pasture grasses.

(3) Classification for Vegetables and Special Crops.

Popcorn harvested.

Sweet corn harvested for market or canning.

Sweet corn for uses other than harvested for market or canning.

Tomatoes, Irish potatoes, sweet potatoes, onions, melons, pumpkin, cucumbers, cabbage, canning peas, field peas, or field beans harvested.

(4) Classification for Special Fruit Crops.

Orchards (entire acreage)--Indicate other crops interplanted in orchards, giving the name of the crop so interplanted and the acreage of the crop.

Cane and bush fruits, rhubarb, and asparagus.

(5) Cropland not planted.

Indicate cropland which was idle and bare during season. Indicate cropland which was idle but not bare nor fallowed during the season.

Cropland fallowed during the season on which no crop was planted.

Cropland not fall plowed but which is bare of sod or winter cover crop as of October 31, 1937.

(6) Cropland Into Which is Incorporated a Green Manure or Residue Crop.

Indicate the crop plowed under, such as alfalfa, second or more years of growth; sweet clover, clovers (red, alsike, mammoth), which must be in the second year of growth to qualify as a green manure crop, and state whether such crops were pastured or cut for hay or seed before plowing under and whether they were plowed under prior to June 1 or after June 1, 1937.

Soybeans, cowpeas, or vetch, of which the entire plant must have been plowed under in bloom stage.

Rye, wheat, or buckwheat not pastured and plowed under green with at least 60 days' growth.

Sweet corn, entire stalk and leaves plowed under green after removal of ears.

Field corn, drilled solid and entire plant plowed under green in tassel stage.

(7) Application of Commercial Fertilizer to Cropland.

Indicate the quantity by weight and the analysis, such as (2-12-6), of the fertilizer applied per acre on each cropland field.

(8) Application of Liming Materials to Cropland.

Indicate the amount and kind of liming materials applied per acre to each cropland field, being sure to give complete information concerning the kind of liming materials used, such as "1,000 pounds agricultural ground limestone per acre".

"Open non-cropland pasture" means any farm land not cropland on which the predominant growth is forage characteristic of grazing land, which is or can readily be used for pasture purposes provided this land is free of brush, briars, stumps, and trees. Any acreage of non-cropland pasture occupied to such an extent by stumps, trees, or other objects as to materially interfere with the application of liming or fertilizing materials or with the taking of measurements shall not qualify as open non-cropland pasture. The term "open non-cropland pasture" shall include any such land used for the production of wild hay.

The field reporter shall designate such land on the map and the photo enlargement by the letter "Y" and will indicate the field boundaries on the photo enlargement in the same manner as for cropland fields.

Reporters will not enter acreages in column (3) for any fields but will make sure that all fields are properly designated on the map in section IV, and that all field boundaries are clearly indicated on the photo enlargement including "yards, lanes, roads, woodlands, wasteland, etc", which will be designated by the letter "X", and "other non cropland" which will be designated by the letter "Z", in order that acreages may be accurately calculated in the county office.

Reporters will not make any entries in columns (5) to (11), or in items 1, 2, and 3 at the bottom of section II.

Section III. If the name and address of the 1937 operator or operators are needed in order to locate the farm, clerks in the county office shall enter such names and addresses in the spaces provided therefor. This information usually will be obtained from NCR-113 or NCR-106. Clerks in the county office shall enter the legal description of the farm in the space provided therefor. Care should be taken to assure that the legal description covers the farm as defined for the purposes of the 1938 Agricultural Conservation Program. If this information is not available in the county office, it should be secured from the county recorder or by the field reporter from the owner or the operator(s) of the farm.

Section IV. A map of the farm should be drawn in section IV. If all or part of the farm described in section III has been measured, or can be determined from aerial photographs, the outline of such farm

or part thereof and the field boundaries should be entered by clerks in the county office in section IV. It is not necessary that the map be drawn strictly to scale but it is essential that the map show all the land in the farm and none of the land in any other farm. It may be necessary to combine all or parts of two or more 1937 (or 1936) farms in order to include all the land in a 1938 farm.

The space provided for the drawing of the map is 8 inches square with dots 1 inch apart. Before drawing the map, it should be determined whether the east-west length or the north-south length is greater, in order to determine the proper scale to be used in drawing the map. For all fields for which measurements are shown on either NCR-113 or NCR-10, enter the field letter shown on such form. If the farm described in section III consists of all or part of two or more 1937 farms, it will be necessary to enter in each field the appropriate 1937 work-sheet number. If any such information was obtained from NCR-10, the 1936 work-sheet number should be entered in the appropriate fields, followed by a dash and the figures "36".

If all or part of the farm was not measured in 1936 or 1937, or if it was impossible for any reason to execute section IV in the county office even if 1936 or 1937 measurements were made, the field reporter should draw a sketch map of the farm and the fields therein at the time he visits such farm. Such map will not be drawn to scale but should show the location of the fields and, insofar as practicable, their relative size. As heretofore set forth, a letter will be entered in each field corresponding to the entry in column (2) of the appropriate line of section II.

MEASURING SLOPE OF CROPLAND

Field Procedure

METHOD 1

TO ESTABLISH A STATION

For fields other
than those
having standing
green corn
employ
Steps 1 to 7,
inclusive

Step 1. Going around the field in one direction, pace off from each corner, 10-rod intervals along the field boundary. The forward end of each of each 10-rod interval marks a station.

Step 2. For a side of field of less than 10 rods in length, adopt a single station at the estimated mid-point of such side.

TO TAKE SLOPE READING:

Step 3. At each station (established as per Step 1 or Step 2) estimate a line of sight at right angles to the field boundary on which the station is situated.

Step 4. Locate a sight point above the most distant visible ground horizon within the field. This point shall be the same height above the chosen horizon as the height of the observer's eye above the ground. Fixing the point may be facilitated by sighting at:

(a) an object (fence post, helper, or tree) actually standing on the horizon;

or (b) (least desirable, but necessary in absence of a material object) an imaginary point in the skyline fixed by estimate.

Step 5. Sight the slope finder so that the cross-hair is on the identical elevation of this pre-determined point.

Step 6. Then read the slope scale to the nearest one-half percent value.

Step 7. On the map, within the field boundary, record the slope reading for each station to which it applies.

METHOD II

For fields with standing green corn employ steps 8 to 10 inclusive.

Step 8. Adopt each corner of the field as a station.

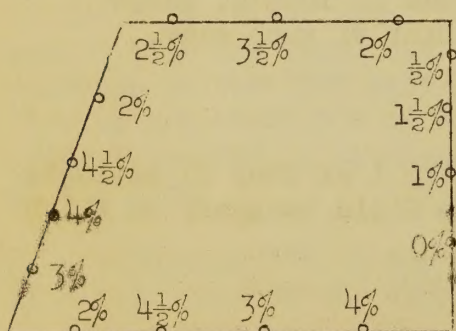
Step 9. From each such station, take a line of sight along the right side of the field parallel to that side. This may be done between the corn and fence row, or (where obstructions interfere)

on a line at a convenient distance from the fence row but approximately parallel with it. Then carry out Steps 4 to 6. Repeat the procedure for the boundary of field on left side of station.

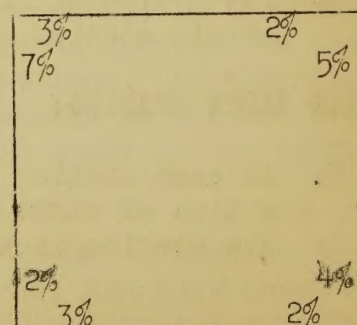
Step 10. On the map within the boundary of the field, near the corner and on the side to which it applies, record the reading.

EXAMPLE

METHOD I READINGS



METHOD II READINGS



COUNTY PLAT MAP

In order to make sure that an NCR-203L is executed for every farm in the county, a county plat map should be prepared, if this has not already been done in connection with previous programs, and as the initial office work on forms NCR-203L is completed, the farm land covered by each NCR-203L should be shown on such plat map, together with such notations as will help to identify the farm and the land in it. Initial office work on NCR-203L will be completed when no blank spaces remain on the plat map, or if blank spaces do remain, entries have been made which indicate that such blank spaces are not farm land. Such entries might be, for example; the name of a town, "forest", "lake", "public land, no cropland", "golf course." The office of the county recorder should be consulted in all cases where the title owner, the size, or the location of a farm cannot be determined from the records in the county office. If this information is not available in the county office or in the office of the county recorder, a notation to that effect should be made on a blank NCR-203L and such information shall be obtained by the field reporter when he visits such farm. The appropriate entries should be made on the plat map when such NCR-203L is returned to the county office.

COUNTY OFFICE RECORDS

In order to maintain an adequate record of the progress of the execution of NCR-203L, a county office record shall be kept. It is recommended that NCR-County No. 3, Office Record for NCR-203, be used but any other record approved by the State committee may be substituted therefor, provided that it contains at least the information required to maintain NCR-County No. 3.

NCR-County No. 3 shall have the following headings:

1. Temporary number.
2. Final number.
3. Title owner.
4. Date initial office work completed.
5. Date assigned to field reporter.
6. Initials of field reporter.
7. Date returned by field reporter.
8. Form accepted.
9. Returned to reporter for correction.
10. Date corrected NCR-203L returned by field reporter.
11. Form accepted.
12. Farm number entered on plat map.

Prepare NCR-County No. 3 for each minor civil division. Enter the names of the county and the minor civil division in the upper right-hand corner.

Column 1. In order to facilitate keeping track of all forms NCR-203L, a temporary number may be entered lightly in pencil on some convenient space (other than the space provided for the farm number) on each such form. If such temporary numbers are assigned, enter such numbers in column 1.

Column 2. After farm numbers have been entered on forms NCR-203-L, as provided heretofore, such numbers may be entered in the appropriate lines of column 2.

Column 3. Enter the name of the title owner.

Column 4. Enter the date the initial office work is completed.

Column 5. Enter the date the NCR-203L is assigned to a field reporter.

Column 6. Enter the initials of such field reporter.

Column 7. Enter the date NCR-203L is returned by field reporter.

Column 8. Enter a check mark (✓) if an examination of NCR-203L indicates such report is complete. Enter a dash (-) if such report is incomplete. In order to be complete, entries should have been made in the appropriate spaces in sections I to IV. Be sure that there is a crop or land use or a descriptive term indicating practices adopted entered in column (4), of each line for which there is an entry in column (2). Also make sure that slope readings have been entered in each cropland field on the map in Section IV.

Column 9. Enter the date NCR-203L is returned to the field reporter for correction, if this is necessary.

Column 10. Enter the date the corrected NCR-203L is returned by the field reporter.

Column 11. Enter a check mark (✓) if an examination of NCR-203L indicates such corrected report is complete.

Column 12. Enter a check mark (✓) when the farm number is assigned (see p. 2) and entered on the plat map (see p. 9).